

# What to Expect on a Review Day

## Everything you need to know about being a peer reviewer

### PREPARATION:

Before the review, make sure you complete this preparation checklist:

- Let the Rehab project team know as soon as possible about any dietary/access requirements you have or if there are any conflicts of interest
- Organise your travel/accommodation or IT
- Familiarise yourself with the timetable and find out what time to arrive
- Speak to the Lead Reviewer (who will contact you). Let the Rehab team know if you haven't heard from them
- Read the workbook and highlight any areas of interest
- Bring a printed copy of the workbook, a pen, and a watch (if you have one).

### THE DAY WILL CONSIST OF:

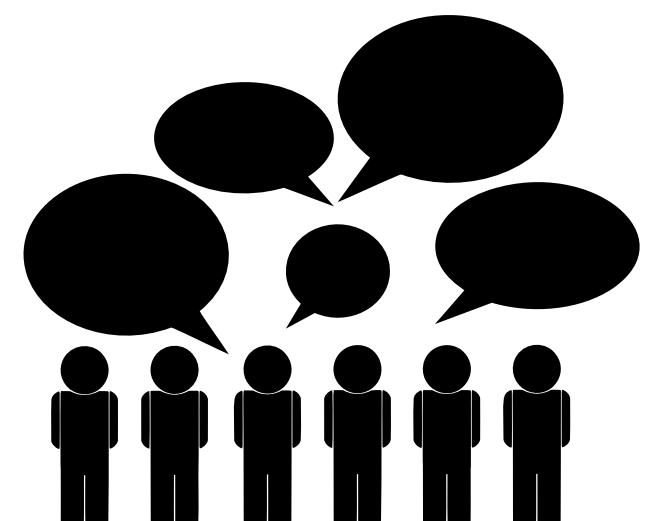
- The day will start with Welcomes and Introductions.
- There will be a number of **discussions**. In an accreditation, all of the areas of the workbook need to be covered in these sessions.
- In a peer review you will discuss a set of **standards** chosen by the service, and also have an open discussion session.
- There will also be a **tour** of the service.
- Feel free to ask any questions about the environment as you go through.
- There will be **report writing sessions** just for the review team. You will discuss the standards, share thoughts, highlight areas to be revisited, and begin the report writing process.
- Finally, there will be a **feedback session**. This is when the peer-review team will thank the service, go through some areas of achievement and development, and explain the next steps.
- The lead reviewer might ask if anyone on the peer-review team would like to deliver this feedback or might ask for everyone to present one area each.



If you have any queries prior to and during the review day, please contact - The Rehab Project Team:

020 3701 2679

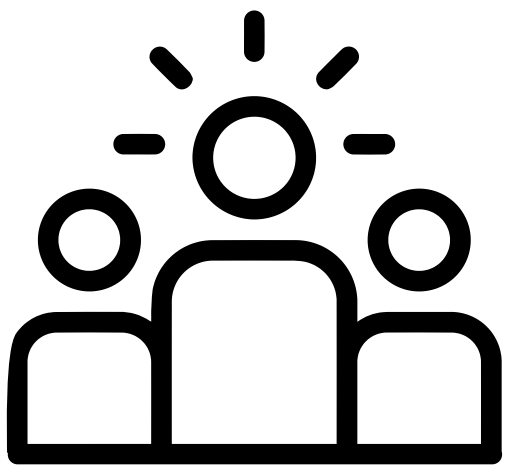
rehab@rcpsych.ac.uk



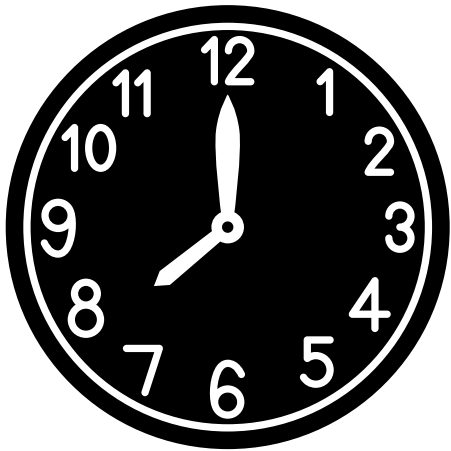
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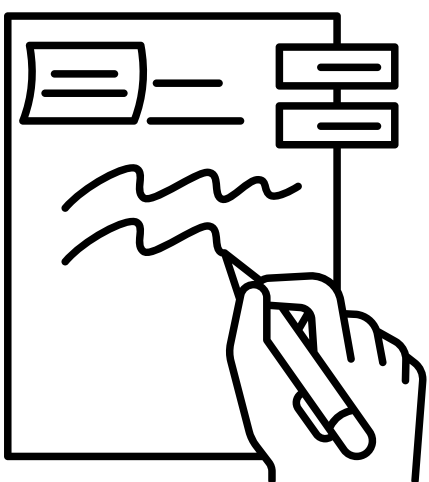
The Lead Reviewer might ask you to take on a role during the day. These roles are not fixed, and you might do each role at least once in the day.



You will take the lead in asking questions. This does not mean you will be fully responsible for asking questions, it just means that you will be guiding the session, ensuring it stays on topic, and that the standards are being covered. If you are not the chair, please still feel free to ask questions.



You will be responsible for keeping things to time. Give a ten-minute warning and ensure the session finishes on schedule.



You will be responsible for writing notes. Please ensure these are detailed and have a note of which standard they relate to

The Project Team request for reviewers to write detailed notes and send them afterwards.

### Be curious!

Ask questions, engage with the day, and share your own experiences. Have conversations with members and if anything doesn't seem right, talk to the Lead Reviewer immediately.

### Write notes!

Your notes are so important because they are used to compile a report, and this is especially crucial if you are the scribe. If you're not writing, the report cannot be completed!

### Stay in touch!

Send your notes to the Lead Reviewer within 48 hours of the review. The Project team may request for further clarifications regarding outstanding standards/evidence.

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rehab@rcpsych.ac.uk